Instructor In Training
Position Description, Duties, & Responsibilities

Job Description: Instructor in Training
Purpose of Position: To train to become a PATH International Registered Instructor, as well as care for the LoveWay horses and complete other office duties as requested.
Requirements: Have a high school degree, must be 18 years old at the time of PATH Intl. certification, be a capable horseback rider, have extensive horse experience, be able to follow all LoveWay guidelines and PATH International guidelines. Training to become a Certified PATH Instructor will take a minimum of six months, but could take up to one year. LoveWay will pay the cost of PATH certification with the expectation the individual would stay a minimum of two years.

Key Responsibility Area: Class Instruction
Duties:
1. Follow supervisor's directions/comments when instructing a class.
2. Become PATH International member and start Instructor in Training Process.
3. Learn how to effectively manage volunteers in class and around the barn.
4. Learn to select appropriate tack for horses and riders depending on individual client needs.
5. Learn how to write rider evaluations with measurable goals.
6. Learn how to plan a lesson and judge the success of the lesson with measurable outcomes.

Key Responsibility Area: Horse Care/Management
Duties:
1. Properly feed, water, and care for horses when assigned.
2. School horses as requested under direction of Program Manager & Equine Manager.
3. Report any issues with horses to the Equine Manager as soon as possible.

Key Responsibility: Office
Duties:
1. Assist with maintaining client records when requested.
2. Help maintain facility to PATH International Premier Accreditation Standards.
3. Assist with other office duties as requested.

Reporting Requirement: This position reports to the Lead Instructor. This is an hourly position that requires working a flexible schedule, with schedule determined by his/her supervisor. Position nonexempt and subject to overtime pay.

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Employee   Date   Supervisor   Date